

INFORMATION SHEET

City and Guilds NVQ Level 3 Sales

The qualification consists of 7 units in total, 3 of these units are mandatory and the remaining 4 are chosen from the list below.

MANDATORY UNITS – GROUP A

- 202 Demonstrate compliance with legal, regulatory and ethical requirements for sales activities
- 301 Generate and follow-up sales leads
- 302 Handle objections and close sales

OPTIONAL GROUP B

*(Four units **must** be chosen from this group)*

- 203 Sell products and services face to face
- 204 Sell products and services over the telephone
- 205 Obtain and analyse sales related information
- 208 Develop and deliver a professional sales presentation
- 212 Assist customers to obtain finance for purchasers
- 303 Analyse competitor information
- 304 Lead and manager sales projects
- 305 Contribute to the development of new products and services
- 306 Assess customer creditworthiness
- 307 Pricing to promote products and services
- 308 Provide learning opportunities for colleagues
- 309 Implement change
- 310 Monitor and evaluate sales team performance
- 311 Develop sales proposals and quotations
- 312 Prepare and run sales meetings
- 313 Develop your personal networks
- 314 Use direct marketing to support sales activities
- 315 Sell products or services to international markets
- 316 Meet customers' after sales needs
- 403 Lead a sales team
- 404 Motivate sales professionals
- 417 Ensure health and safety requirements are met in your area

For more information please ring:

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It is the company's policy to treat all applicants fairly and equally regardless of gender, racial or cultural grounds, disability, age, marital status, religious beliefs, sexual orientation, trade union activity or any other category where discrimination cannot be reasonably justified.